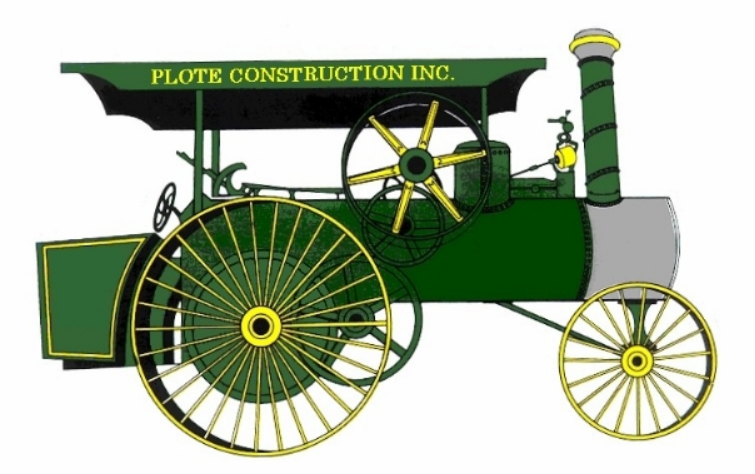
PLOTE CONSTRUCTION INC.
SAFETY RULES
FOR EMPLOYEES AND SUBCONTRACTORS
ON PLOTE PROJECTS



PLOTE CONSTRUCTION INC.
1100 Brandt Drive
Hoffman Estates, IL 60192
(847) 695-9300

PREFACE

Plote Construction Inc. (“the Company”) is committed to conducting construction operations in the safest possible manner. The purpose of this manual is to set forth general performance and safety procedures for personnel of Plote Construction Inc. as well as all subcontractors.

The employees who drive our trucks and operate our equipment are a very important link between the Company and its customers. They are the daily contact with our customers and the public and their actions are representative of the Company.

The Company is an equal opportunity employer, recruiting and hiring regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or military service. All employees are treated equally in respect to compensation and the chance for advancement, including upgrading, promotion, and transfer within the Company according to their individual abilities, talents and interest. Copies of this policy are posted on each project bulletin board.

If you feel you have been discriminated against in violation of this policy, or have any questions, contact the EEO officer:

Corporate H.R. Administrator
Plote Construction Inc.
1100 Brandt Drive
Hoffman Estates, IL 60192
847-695-9300

SAFETY STATEMENT

We request and expect the full cooperation of all employees and subcontractors to effectively carry out the Company□s safety commitment. Failure to comply with any provision of this policy will result in disciplinary action up to and including termination.

The Company believes there is a direct connection between the number of job-related deaths, injuries, and instances of property damage and the use of drugs and alcohol in the workplace.

This guide has been provided to familiarize all employees and subcontractors with safety rules, procedures and the guidelines for controlling job site accidents and injuries. The safety rules listed on the following pages are minimum safety rule requirements and you will be expected to comply with these rules. Employees and subcontractors should read the rules and understand them. For more information on a specific safety regulation, please refer to 29 CFR Part 1926 Construction Industry, and Part 1910 General Industry Standards. The issuance of these rules is logged and signed receipts are kept on file.

SAFETY TRAINING

The Occupational Safety and Health Standards for the Construction Industry 29 CFR Part 1926.21 (b), Safety Training and Education, states "The employer shall instruct each employee in the recognition and identifiable hazards in the work environment to control or eliminate any hazards or other exposure to illness or injury."

Training can take many forms and is synonymous with education and can be attained in a number of ways. Periodic classes or seminars are recommended, as well as weekly □Tool Box Safety Meetings□, which conform to the following guidelines:

1. The subject material developed by the Safety Director will be distributed to each foreman on a timely basis.
2. The subject material will be pertinent to a complete safety education program.
3. The meetings shall be conducted by each foreman with his/her crew at the time designated, using the subject material furnished.

4. The meeting shall provide employees with the opportunity to ask questions and improve their safety awareness.
5. Tool Box Safety Meetings are held weekly on every project, and attendance is mandatory.
6. Subcontractors are required to either participate in these meetings or conduct similar meetings for their personnel. If separate meetings are held, they should be documented in a brief report and filed with the Company supervisor.

SUBSTANCE ABUSE PROGRAM

It is the policy of the Company to promote and maintain a safe, healthy, and productive alcohol- and drug-free work environment, for the benefit of its employees, subcontractors, customers, and the communities in which we operate. Safe work practices, protection of Company assets, and protection of the environment are priorities for the Company. The Company considers substance abuse to be a very serious issue and attaches great importance to its commitment to maintain a drug-free work environment.

Alcohol

The Company prohibits employees and subcontractors from consuming alcoholic beverages before, during, or after work hours on Company premises, which includes job sites.

Drugs

The Company prohibits employees from illegally using, possessing, transferring, selling or otherwise being under the influence of controlled substances while conducting Company business on or off Company premises.

Prescription or over-the-counter drugs must be approved, and prescriptions must be prescribed by an authorized medical practitioner for current use by the person in possession or using the prescribed drug. If you are taking any prescription medication that may affect your ability to perform your job safely, you must notify the project manager and/or your supervisor before reporting to work.

Testing

An employee who is involved in a work-related accident or injury or whom the Company reasonably believes is under the influence of drugs or alcohol may be required to submit to a drug and/or alcohol screen. The detection of any amount of drugs or alcohol in the employee□s system or the refusal to submit to such screen may result in discipline, up to and including termination.

To ensure compliance with this policy, we may require drug and/or alcohol testing as follows:
1. Pre-employment
2. After any alcohol or drug abuse rehabilitation
3. Post accident
4. Reasonable cause
5. Random
6. Any return to employment after a 30-day separation

Discipline

Because of the substantial risks to health and safety, the safety of others, and Company security, employees and subcontractors who violate any portion of this policy will be subject to disciplinary action, up to and including termination. Persons who violate the policy prohibiting possession, transfer or sale of illegal drugs or controlled substances may be subject to criminal prosecution as well as disciplinary action, up to and including termination.

It is the responsibility of each employee and subcontractor to seek assistance before alcohol and drug problems lead to a violation of this policy. If a violation does occur, however, one of the factors in determining appropriate disciplinary action may be whether the employee or subcontractor, subsequent to the violation, is willing to enroll in and conscientiously pursue a program of counseling and/or treatment.

However, the Company retains the right to discipline an employee who violates this policy regardless of enrollment in a program.

OPERATING INSTRUCTIONS FOR DRIVERS

STARTING SCHEDULE

If you have not been notified before the close of each workday as to the starting time for the following day, the dispatcher will try to contact your home with this information. If for some reason he is not able to reach you and you do not contact the dispatcher, he has been instructed to go to the next available driver and you will not be scheduled. In the event that you cannot report for work as scheduled, it is your duty to notify the dispatcher the night before or by 6:00 AM the next morning. Absenteeism without notice or tardiness will not be tolerated.

ROUTE

We expect you to drive the most direct and efficient route to and from a job. Lunch must also be taken on the route. If you are in doubt about the route, bring your lunch with you. If you have any questions about the route, check with the dispatcher. You are allowed thirty (30) minutes for lunch. The time for lunch must be recorded on the daily sheet.

TRUCK CAPACITIES

It is important for you to know the capacity of your truck. You should always strive to carry the maximum legal payload. Since we generally load without the benefit of a scale, we rely on your judgment to carry the proper load. Remember, one overweight ticket can wipe out the revenue earned for a day, a week, or even a month.

TRIMMING LOADS

Each time your truck is loaded, it should be inspected to make certain that there is no loose material on top, on the rub rails, or on spread pan, which could fall and cause injury to a passerby or another vehicle.

ASPHALT TRUCKS

Asphalt truck drivers should avoid lubricating oil being sprayed on the outside of the truck body. Make sure loads are tarped when necessary and that all material is cleaned off asphalt pan after dumping loads. Tarps must be rolled when truck is parked. No fuel oil is to be put in the trailers when parked in the yard.

LOWBOYS

As a lowboy driver it is your job to move heavy equipment safely and without delay. All loads must be properly secured before proceeding. After unloading make certain the equipment is parked in a good location and that all window guards and locks are in place.

SUPPLY TRUCKS

All supply drivers are required to assist in the loading and unloading of their trucks and to make certain that tools and equipment are secured in order to avoid any damage. When hauling concrete, make sure that you clean your tailgate and/or spread pan as soon as you are unloaded.

TRUCKS

Never work under a raised dump body unless it is blocked or otherwise secured. Be cautious of spillage from loaded units and the hazard it represents to people on the ground and to tires. Dump trucks must be unloaded a safe distance from banks and on level ground to prevent their overturning. Watch for overhead lines or other obstructions before raising a dump body or swinging a boom. Dump bodies must be lowered before leaving the dump area. Ensure the safety of all loads prior to travel. Tie it down if it can shift, flag it if it projects beyond the bed.

MACHINERY LOADING, UNLOADING OR TRANSFERRING

1. In the loading or unloading of machinery onto or from trucks, floats or freight cars, take special precautions. Only experienced personnel will be allowed to supervise the moving of such machinery.
2. Stand clear of machinery when it is being unloaded or transferred from one level to another. Ensure that loading ramps are of adequate width to accommodate passage of machinery onto or from trucks, trailers, or freight cars.
3. Machinery being transported on a float or any other vehicle must be securely blocked and tied down to prevent movement. Where it overhangs either the sides or end of the vehicle, you must display warning flags by day and lights at night.
4. Before hauling or tramming a machine, check the manufacturer□s manuals for proper procedures to be followed.
5. When transporting over public roads, always secure the necessary permits. Make provisions for warning the public and controlling traffic. Clean up mud or other road hazards created by the movement of equipment before removing your warning signs or leaving the area.

LOADING & UNLOADING IN GRAVEL PITS & YARDS

1. Drivers must sign in at scale.
2. Observe all traffic signs, signals and posted speed limits.
3. Drivers and passengers must remain in their vehicle; our loader operators have been instructed not to load a truck unless the driver is observed in the driver's seat.
4. Always yield right-of-way to mobile equipment
5. Do not follow any vehicle too closely.
6. Park only in designated parking areas. Safety equipment including hard hats, safety glasses and steel-toed shoes must be worn if you are going to exit your truck in these areas.
7. Check behind your vehicle before backing up.
8. Do not smoke or use open flames around flammable liquid storage or dispensing areas, or other potential fire hazards. Obey all "No Smoking" signs.
9. Never stand near bins, hoppers or stockpiles where material could slide and strike or bury you.
10. Do not attempt to get on or off moving equipment.
11. No acts of violence or "horseplay" will be tolerated.
12. First Aid supplies are located throughout the property. If you are injured or involved in an accident while on the property, report it promptly to plant supervision.
13. Report any unusual conditions to a Company supervisor promptly.
14. Alcoholic beverages and narcotics are prohibited on Company property.
15. Lower truck beds before driving away.
16. In case of an emergency, dial 911.

DRIVER EQUIPMENT INSPECTION REPORT

Inspection reports must be filled out daily. All mechanical defects must be reported on "Driver's Equipment Inspection Reports" which are located in the driver's room--these reports must be legible and concise. The reports must include: driver's name, truck or tractor number, trailer, mileage on tractor, and date of report.

WORK SHEETS

Before leaving the yard in the morning, be certain that you have the necessary trip sheets and tickets to record your work for the day. It is extremely important that all boxes be filled out completely and accurately on these sheets. Any work sheet not filled out completely and accurately will be returned to the driver and not accepted until corrected. It must be turned in at the end of the day - if office is locked, place it in the mailbox outside of the dispatch office.

VALID LICENSE

Employees possessing a valid driver's license may be authorized by their supervisor to operate a Company vehicle. Drivers must have in their possession a valid C.D.L. and a current D.O.T. physical/medical card at all times while operating our vehicles. Spot checks will be made of all C.D.L.'s and physical/medical cards,

both on the job and through the office of the Secretary of State.

USE OF COMPANY VEHICLES

If an employee receives authorization to use a Company vehicle, it is conditional upon these rules:

1. Company vehicles are not intended for personal use.
2. Employees are responsible for the care and safe operation of their assigned vehicles.
3. The Company will not be responsible for legal fines or penalties employees may incur.
4. Accidents must be reported to your supervisor and/or the Safety Director immediately. Failure to do this will result in disciplinary action.
5. The possession or use of alcoholic beverages or drugs in a Company vehicle is cause for immediate dismissal of the operator and all involved passengers.
6. Seat belts must be worn at all times.
7. Compliance with Safety and Personal Conduct Rules that follows on page 22.

TWO WAY RADIOS

The Federal Communication Commission regulates the use of two-way radios. Pay special attention to the following instructions on the use of radios.

1. We share our radios with each other. Be considerate and cooperate with each other using our radios, so the system will work satisfactorily for all concerned.
2. Only communications essential to the efficient conduct of our business are authorized, except of course messages directly related to safety. The transmission of each message shall be accomplished as quickly as possible and without unnecessary conversation.
3. All calls to the dispatcher should be made as follows:
   a. "Truck number to base"
   b. When the dispatcher replies "go ahead truck number" give your message.
   c. The dispatcher will acknowledge receipt of message with "10-4, truck number".
   d. If the dispatcher does not give your truck number "go ahead" but instead acknowledges another truck, wait until the dispatcher gives 10-4 to that truck before trying to call in again.
   e. Drivers must call loaded and empty regardless of what type of truck you are driving: semi, low-boy, supply, or 4-wheeler.
4. The dispatcher will always be able to reach each truck radio unless a message from you to the contrary has been received.

EQUIPMENT INSPECTION AND CARE

The following instructions are compiled as an aid to the driver in the operation and maintenance of equipment under his care. Deliberate misuse of equipment is in violation of the Company□s rules and, as such, subjects the driver to the prescribed penalties. The following should be done once or more during the day.

1. Check oil and water.
2. Hammer test all tires.
3. Check all lights - head, stop, and turn signals.
4. Check wheel lugs for tightness.
5. Check windshield wipers and horn.
6. Check for reflector kit.
7. Drain air tanks daily.

KEEPING EQUIPMENT CLEAN

All drivers are expected to keep the inside and outside of their cabs and dump bodies clean. Bodies should be checked after each dump so as to prevent a buildup of material. Be considerate, if you are assigned to another employee's truck, leave it in good condition - they may be assigned to your truck tomorrow.

TRUCK OPERATING RULES/REGULATIONS

1. Observe all traffic rules and regulations. Practice defensive driving.

2. When driving on icy surfaces, down shift as an aid to stopping.
3. Avoid pumping brake pedal.
4. All dump trucks should avoid traveling with body in raised position.
5. When operating a dump trailer, be certain you are on level, firm ground. The driver is responsible.
6. Never drive an overheated engine.
7. Don't ride clutch pedal.
8. Don't lug engine-stay in proper gear for load and conditions.
9. Don't use your hand air brakes for parking.
10. Avoid slamming of tailgate.
11. All of the Company's General Safety Rules will be observed.
12. Use extreme care at railroad intersections and never approach the railroad crossing in such a manner as to stall at a crossing. Avoid shifting gears during a crossing.
13. Be sure your truck is never left in a position to roll free; use an emergency brake, leave truck in gear, turn off motor.
14. Know what is behind you before you back up. Check your blind spots. If you aren't sure, get out and look.
15. Always use catwalks, steps and hand holds. Never jump to the ground, maintain 3-point contact.
16. Keep all parts of the body away from pinch points when handling the tailgates, tailgate levers, chains, cab doors, etc., on your truck.
17. Always check terrain and parking area before stepping from cab. When loading or dumping, remain in the cab.
18. Drivers will not pick up hitch-hikers or allow unauthorized riders in their vehicles.
19. Check for overhead obstructions before operating machine.
20. Good housekeeping of your vehicle is necessary, and is your responsibility.

MECHANICAL CONDITIONS

When a driver is involved in an accident because of a mechanical failure and this mechanical failure could have been foreseen by the driver but not reported for repairs, the accident will be charged against the driver and not the equipment. A driver can, in most cases, prevent mechanical failure by inspecting his vehicle daily and carefully, and reporting faulty conditions for repairs to eliminate mechanical failures.

BREAKDOWN AND EMERGENCY

If a breakdown with your vehicle occurs, take every precaution against becoming involved in an accident by directing other traffic around until service arrives, and while service is being performed on your equipment. Flags and flares are available in your truck and should be placed as directed below to indicate to passersby that your truck is disabled.

EMERGENCY SIGNALS . . . DISABLED VEHICLES

If your vehicle is disabled upon the highway pavement or shoulder during the period lighted lamps are required (except in a municipality where there is sufficient highway lighting to make vehicles and persons clearly visible at 500 feet) flash your two front and two rear signals simultaneously to indicate a vehicle traffic hazard. Continue to flash these signals until you have placed the emergency signals on the highway as required in the following instructions:

Immediately place red emergency reflectors on the traveled portion of the highway on the traffic side of the vehicle. Place three red emergency reflectors on the traveled portion of the highway as follows: one each approximately 100 feet or 35 paces in front and rear of the disabled vehicle, and one not less than 20 feet or 3 paces to the front or rear thereof. If within 500 feet of a curve, hill, or other view obstruction, place one of the emergency signals in a way to give ample warning, but not closer than 100 feet or farther than 500 feet from the disabled vehicle. If your vehicle is disabled on a roadway of a divided or one-way highway, place two emergency signals at the rear of the vehicle in the center of the lane blocked by your vehicle, one at a distance of approximately 200 feet or 70 paces and the other, approximately 100 feet or 35 paces. Also, place a third emergency signal on the traffic side of the vehicle not less than 20 feet or 3 paces to the rear thereof.

INJURY AND ACCIDENT REPORTING
It is of utmost importance that all injuries and accidents be reported to Supervisor or Safety Director IMMEDIATELY. No matter how minor you may think an injury or accident, there is always the possibility that at some later date a claim will be processed against the Company. Failure to report an accident in which you are involved shall be considered sufficient cause for dismissal.

PROCEDURE TO FOLLOW IN CASE OF AN ACCIDENT
Stop immediately and determine damage. If possible, avoid obstructing traffic--set out flags, flares and fuses, if needed. If there are injured, render aid and see to it that they receive medical attention as soon as possible. Report accident to local police and to the Company. Call your dispatcher, giving location and seriousness of accident. Do not move your equipment unless otherwise ordered to do so by the police or a Company official, until a complete investigation is made. Check this out with your dispatcher. Record all information of the accident on the back of your trip sheet. At the end of the day make out an appropriate accident report.

DO NOT ARGUE, ACCUSE ANYONE, OR ADMIT FAULT
Make NO statement to anyone except an officer of the law or a Company representative.

JUDGING OF ACCIDENTS
After each accident the Company's Safety Board will determine what action will be taken as prescribed in this manual. As required by law, post accident drug/alcohol tests may be performed.

It is the Company's policy that if a truck is downed due to driver's cause, that driver will not be allowed to bump a less senior driver. If a truck is open and the driver is qualified, he/she may drive that truck, or be off until the truck is back up. If a driver is the direct cause of another driver's truck to be downed, then the driver at fault will be subject to the loss of work, while the truck is downed.

The foregoing rules are intended to cover the ordinary and usual cases that arise in the course of the employment relationship. Should cases arise that are not covered by the foregoing rules, they will be handled on an individual basis subject to such penalties as may be appropriate for the type of infraction involved.

LOCK OUT/TAG OUT
If you are required to work on, or dangerously near, any machinery or equipment capable of movement, or on any electrical, liquid, gas, or other power source, start the job by Locking Out and Tagging Out All Energy Sources. See the Safety Director for a copy of the lock out/tag out policy.

REGULATIONS FOR WORKING AROUND OVERHEAD POWER LINES
Commonwealth Edison will visit your site to coordinate safety procedures regarding their lines. This could involve de-energizing or insulating the lines. Call them, if possible, with 48-hour notice at 1-800-EDISON-1. An operator will arrange a meeting.

If it is not possible to meet these requirements, equipment may operate near power lines only if:
1. Minimum clearance (absolute limit of approach or swing) is maintained between the equipment (including crane load line) and the power lines. (10 feet if line is less than 50 kv; 20 feet plus 0.4 inch for 1 kv over 50 kv; or twice the length of the line insulator, but never less than 20 feet.)
2. In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kv; 20 feet for voltages over 50 kv and up to 345 kv; and 16 feet for voltages up to and including 750 kv.
3. A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
4. Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but

these may only be used in addition to following all other requirements. These devices are recommended to give additional protection and cannot be used in place of using a designated watcher and maintaining minimum safe working distances from power lines.

OTHER SAFETY REQUIREMENTS

Any overhead wire shall be considered to be an energized line unless and until the person owning the line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded.

Other specific regulations apply to work near transmitter towers. Consult the OSHA regulations for specific requirements if work is to be performed near a tower.

It is also recommended that employees guide loads with a non-conductive tag-line, rather than directly contacting the load or the load line. Should the boom or load line inadvertently contact a power line, employees will not provide a path to ground.

SUBCONTRACTORS

All subcontractors will abide by Plote Construction, Inc. Safety Rules as a minimum requirement on all job sites. The responsibility and expense for all training shall be solely that of the subcontractor. Also see Violations (Page 23).

PERSONAL PROTECTION

SAFETY APPAREL

These rules have been adopted for your own protection from personal injury:

1. Wear leather work shoes or boots.
2. Wear gloves when needed.
3. No loose clothing or dangling jewelry is permitted.
4. Approved hard hats must be worn on the job site as required.
5. Hearing protection (muffs or plugs) must be worn on all high noise level jobs.
6. Safety vests will be worn whenever you are out of your vehicle or working near live traffic.
7. Safety goggles must be worn when hammering, chipping, welding, grinding, working in a dusty atmosphere or during other operations where eye injury may result.
8. Shorts, tennis shoes and sleeveless shirts are prohibited on the job site.

RESPIRATORY PROTECTION

1. Ventilators, fans, air movers, dust masks, or a combination of these should be used in dusty atmospheres. Respirators must be worn around hazardous or toxic fumes. Air-supplied masks are required when working in a hazardous fume atmosphere. Users of dust masks, breathing air masks and respirators must be fit tested and trained in their use.
2. Employees required to use full-face gas masks or air-fed masks on a routine basis will not wear beards or side burns to the extent that they render the face seal ineffective.
3. The following work requires the use of a respirator; in addition, on site supervision or the Safety Director may require its use on work not specified:
    a. Specific Respirators are used:
        (1) If you are using buffing machines.
        (2) Dismantling concrete, brick, or materials of a similar nature.
        (3) Welding, burning or cutting in confined spaces.
        (4) Handling materials in powder or semi-powder form with dust particles present in the atmosphere.
    b. All paint spraying operations.
4. All personnel must be trained and become familiar with the proper methods of use, testing, and limitations of the specific protective equipment that he/she may require the use of in the performance of their job assignment.

FALL ARREST PROTECTION

1. Fall protections are required for anyone working more than six (6) feet above the ground, with the exception of Iron Workers who must comply with OSHA regulations.
2. Safety harnesses and lanyards shall be properly secured whenever the employee is not protected by handrails or a complete deck.
3. All lanyards shall be equipped with double locking hooks.
4. Employees working on elevated rebar cages will use rebar chains in addition to a regular lanyard.
5. Employees placing overhang brackets will use rebar chains in addition to a regular lanyard.
6. If the employee has nothing with which to secure himself, a lifeline and approved rope grab will be provided.
    a. The lifeline shall be a minimum of at least 5400 lb. breaking strength and must be secured to an anchorage point independent of the work platform itself.
    b. Life line shall be checked periodically.
    c. Horizontal lifelines shall be a minimum of □inch wire rope.
7. Tape shall not be placed on any lanyard.

HEARING PROTECTION

A sound survey must be conducted in order to identify areas where excessive noise exposures exist. These surveys will be taken during typical working situations.

When a survey shows a time weighted average (TWA) of 90 dB or above, those employees exposed will be included into the hearing conservation program.

Hearing protective devices will be worn by all employees covered by the hearing conservation program. A hearing protective device is a product that is worn to reduce the level of sound entering the ear. The three types of hearing protection that can be utilized are: ear muffs, “semi-aural” devices, and ear plugs.

Selection of the type of hearing protection will be determined by the level of noise employees are exposed to. Employees may select from any of the three types of devices as long as they provide sufficient attenuation.

The Company is responsible for supplying the necessary protective equipment. If an employee is dissatisfied with a particular device, another will be used. However, if an employee does not wear the designated hearing protection, they will be dealt with accordingly.

CRAFTS

MECHANICS

Always refer to the manufacturer□s service literature for hazard warnings before attempting repairs. Follow all the procedures and warnings found there, as well as those posted on the machine. Remember the following safety precautions:

1. Only use the drill press if work is clamped or in a vise.
2. Operate grinders with a face shield, along with eye protection.
3. Don't weld in the vicinity of others without first setting shields.
4. Keep hands away from moving machinery, such as saws, gears, belts, lathes, etc.
5. Keep loose shirtsleeves away from moving machinery.
6. Don’t let chisels mushroom or let hammer handles get loose.
7. Don’t adjust or remount a tractor with the master clutch engaged and the motor running.
8. Don’t adjust front-end power unit with the motor running.
9. Don’t stand in front of bench grinder or operate it without guards.

10. Don't install cutting edges on a dozer with the engine running. Be sure that the blade is carefully and securely blocked up.
11. Avoid adjusting friction on any piece of equipment with the engine running.
12. Don't remove the radiator from heavy equipment without having a hoist tied to it before the last bolts are removed.
13. Don't install cutting edges on a scraper without blocking the front gate so it will not fall. The best way is to insert a large timber between the hinge arms and the sides of the scraper at the top of the scraper.
14. Display DO NOT START warning signs, or the equivalent, near the operating station of equipment under repair.
15. Electrical equipment must have the master switches opened and locked out and/or unplugged from the power source and properly tagged when under repair.
16. Use eye protection when doing any work that could cause injury to the eyes, i.e., welding, grinding, burning, chipping, using a cheater pipe, handling acid, solvents or fueling equipment.
17. Contribute your own efforts for safe housekeeping.
    a. Junk should be disposed of in designated areas.
    b. Parts trailers and mechanics trucks must be kept neat and orderly.
    c. Keep your work area, whether it is inside or out, neat and orderly.
    d. Oily or greasy rags must be stored in covered containers.
    e. Passageways must be kept clear of electrical cords. Floors and decks must be kept free of oil spills.
18. All loads to be transported by vehicle must be secure.
19. Use adequate wood blocking and cribbing to support all loads that have been raised or jacked. Never leave a raised load supported by a hydraulic or mechanical jack.
20. Hoists and jacks must be properly secured against tipping. They must not be loaded beyond their rated capacity.
21. Relieve hydraulic pressure before beginning any maintenance.
    a. Check the service manual.
    b. Bleed off the pressure before removing any pressure caps.
22. Do not use gasoline or kerosene to clean parts, nor any solvent to cool hot metal.
23. Do not perform repairs or maintenance on running equipment or moving parts during operation, unless measures are taken to protect against making contact with moving parts.
24. Compressed gas cylinders must be kept in their upright position with their caps in place and secured against falling.
25. The tool rest provided on grinders must be kept set so that 1/8-inch clearance is maintained between it and the wheel during use.
26. The wheels on portable angle grinders must be guarded.

WELDERS, GRINDERS AND HELPERS

1. Inspect all tools and equipment prior to their use. Worn or damaged hose, welding leads and other equipment with defects affecting safe operation must be repaired prior to use or discarded.
2. Grinding stones, wheels, or discs are designed for a maximum number of revolutions per minute that are usually identified on the side paper. The stone or wheel must never be placed on a machine with a higher number of revolutions per minute.
3. Each welder and cutter must have at least one 10-pound, all-purpose, dry powder fire extinguisher at the spot where welding or cutting is being performed.
4. Do not weld, cut or grind drums, containers, or hollow structures that have contained toxic or flammable substances until they have been thoroughly cleaned or purged.

5. Provide ventilation to remove fumes, especially for confined welding operations. You must wear a cartridge-type respirator to protect yourself against metal fumes when welding, cutting or grinding the following: Zinc or galvanized metal, metal coated with lead or lead-based paint, metal containing mercury or cadmium, or hard facing with manganese.
6. Do not stand in water when using an arc-welder. Stand on a dry platform made of wood or some other non-conductive material.
    a. Do not dip electrode holders in water to cool them.
    b. Keep your body insulated from the work and the electrode holder during welding operations.
7. Wear dark clothing and the proper goggles or a welding hood with a filter lens to protect against flash burn and flying objects.
    a. Always wear eye protection when chipping or grinding.
    b. Welders' helpers must wear filter lenses of the same grade as the welder.
8. Take measures to insure that others close to your welding area are protected against welding flash. When practicable, place screens around the immediate welding area.
9. During gas welding or cutting:
    a. Keep wrenches used to open valves of a gas cylinder in place.
    b. Close the valve of the gas cylinder and release all gas from the regulator before removing the regulator.
    c. Keep all gas cylinders in their upright position and secured against falling during use, transportation and storage. All cylinders (empty or full) must have valve caps in place when not in use.
    d. Torches must be lit with a friction lighter or other approved device, and not by matches or from hot work.
    e. Do not move cylinders by their valves or use them for any purpose for which they were not designed.
    f. Both the oxygen and the acetylene or fuel gas lines must be equipped with flash back arresters.

LABORERS

A laborer's work is often associated with the work of other crafts. For this reason, you must acquaint yourself with the safety rules for the craft you are working with.

1. Stand clear of operating equipment unless the operator signals that he or she sees you.
2. Stand clear of loads being hoisted or lowered by machinery. Use tag lines to steady or guide such loads when possible.
3. Do not attempt to clean any conveyor belt until the power has been shut off and locked out. The same procedure must be followed when working on any powered equipment in order to avoid injury due to accidental starting.
4. When required to work in trenches and deep excavations:
    a. Do not enter any trench five feet or more in depth unless provisions have been made to protect the sidewall against cave-ins.
    b. A ladder should be kept within 25' of your work area to allow for ease of entry and exit when the trench is four or more feet deep.

EQUIPMENT OPERATORS

1. Review and follow manufacturers guide for the unit assigned to you. Read and understand all warning decals in your cab.
2. Walk around your machine before you mount it. Check for other people and safe clearance. Look

for signs of fluid leaks, tire, track or implement damage.

3. Inspect your machine for potential hazards. Report any defect before you move the machine.
4. Mount and dismount using the steps and grab irons. Use both hands and face the machine. On larger machines, haul up lunch pails and thermoses using a cord. Never attempt to get on or off of a moving machine. Never jump off a machine. Keep all deck plates, steps, and grab irons repaired and free of mud, grease, oil and ice.
5. Do not start a machine or move any controls if there is a "Do Not Start" tag on the machine.
6. Inspect the seat belt, mounting hardware and seat suspension. Adjust the operator's seat and fasten the seat belt. Those operating equipment with ROPS structures or off-highway dump trucks with rock guards must wear a seat belt while operating.
7. Make certain the area in your direction of travel is clear of people and obstructions before moving. Use a spotter if necessary. Never back any machine until you are certain that there is no one behind you. When in doubt, take the time to be certain. All machines working in areas with grounds people must be equipped with functioning backup alarms. Report for repair any backup alarm that is not functioning correctly.
8. Operating rules on the job will govern traffic on the haul roads and job roads. Always yield the right-of-way to the loaded machine. When in doubt, yield the right-of-way -- no matter what you are operating. Always assume a water truck is loaded.
9. Maintain a speed that is safe for the condition of the roadway, grade clearance, visibility and traffic. You must maintain full control of your machine at all times. Know your stopping distance and regulate your speed accordingly. When descending a grade, use the same gear range you would use to climb it.
10. Follow other machines at a safe distance. You will be notified by your foreman when and where passing will be allowed. Never pass unless given the right-of-way. Never pass unless you can see well ahead.
11. Make certain you have ample clearance under power lines and overpasses.
12. Stay a safe distance away from the edge of embankments and slide areas.
13. Do not allow anyone to ride in or on equipment unless they are in a seat wearing a seat belt.
14. Secure your machine against movement before dismounting--set parking brake and lower attachments to the ground. Wheels of trucks left parked on a grade must be cut into a berm or chocked. Use the transmission lock on the gear range selector to assure that the transmission remains in neutral.
15. When parking at the end of shift, leave room for service vehicles to pass.
16. Know the hand signals used by your crew.
17. At night, stop your machine periodically, make a walk around inspection to stay alert. Stop your machine if you become drowsy.
18. Do not dig in any area without asking your foreman about the location of underground utilities.
19. All backhoes, cranes, and gradalls shall have their swing radius clearly marked to prevent any injuries or encroachment from workers.

SCRAPERS

1. Avoid a back injury by keeping your seat suspension, cushion hitch, and seat belt properly adjusted. If you have a problem, tell your supervisor.
   a. Cross ditches, side hills, and ridges slowly and at an angle.
   b. Match your speed to the terrain and haul road conditions.
   c. Avoid large obstacles, deep holes, and soft edges.
2. Know the traffic pattern on your haul. Remember that the right-of-way is only yours to give, not to take. Even if you are loaded, you must always yield right-of-way to avoid a collision. Always allow

enough room to stop between your machine and the one ahead. Always pay attention to the road ahead when following or meeting an oncoming machine.

3. Anticipate curves and grades and use the retarder and proper gear range to slow your machine.
4. Before you back your machine, make certain the area behind you is clear. Utilize a spotter to backup when you are unsure of clearances.
5. Carry your bowl as low as conditions permit; the lower your bowl, the more stable your machine. Be ready to drop it in the event of an emergency. When you do stop, drop both your bowl and cushion hitch.
6. Keep your hands and feet in the machine and on the controls.
7. Prevent tire damage: Don't spin your tires ... don't pull in or out too sharply in front of the pushcart.
8. When turning across a hillside, turn gradually. A sharp turn up or down the hill can upset your machine.
9. A scraper's trailer wheels follow a different track than the drivers. Allow sufficient room when turning in a congested area.
10. Avoid running in the wheel ruts left by other machines.
11. Be cautious of spillage from loaded units and the hazard it represents to the people on the ground or the tires on the vehicle.

FRONT END LOADERS

1. Keep the travel speed of your machine slow enough so that you maintain complete control at all times. Excessive speed while tramming will cause the front of your machine to bounce and can result in losing control.
2. When traveling down a grade, always use the same gear range you would use to climb it--never coast. Never use the declutch brake pedal while descending a grade.
3. Carry your bucket low with the teeth pointed up.
4. Always know where ground people are before backing. When in doubt, wait until you are sure.
5. Use care when operating on or near steep slopes and embankments. Work your machine straight up and down the slope. Avoid running across the side of a hill--this can result in a roll over. Keep your machine back from the edge of an embankment.
6. Use your seat belt at all times. The ROPS canopy will protect you from injury only if you wear your seat belt.
7. Never use the bucket of your machine for a man hoist.
8. Do not leave the operator's seat when the bucket is raised--always lower it to the ground.

CRANES

1. Crane operators are responsible for the inspection of their machine prior to each use. Any condition affecting the safe operation of the machine must be reported. The operator must have copies of the monthly and annual crane inspection reports and operators' manual on his or her machine.
2. Rated load capacity charts, recommended operating speeds, special hazard warnings and other essential information must be conspicuously posted in all cranes, hoists, and other equipment. Follow these directions at all times.
    a. Never attempt to lift more than the rated capacity of your machine or it's rigging.
    b. The capacity of a crane varies with its boom's radius, use of outriggers, and quadrant of operation. Boom radius is measured from the machine's center pin to the load's center of gravity. When figuring boom radius, always allow for the increase in radius that occurs when you swing the load, or lower the boom.
    c. Outriggers must be fully extended with tires off the ground to realize the machine's full

capacity, in a specific quadrant of operation.

d. Your machine must be set up on firm level ground or cribbing to prevent damage to the boom or the machine□s overturning.

e. Check all brakes before hoisting the load more than a few inches.

3. Operators must take signals from only one person; in an emergency, however, a stop signal can be given by anyone.
4. Routine maintenance, fueling or repairs must not be performed while the equipment is in use.
5. Check the load line thoroughly. In the running line, if there are six randomly distributed broken wires in one lay or three broken wires in any one strand in one lay, the line should be taken out of service. If there is wear on 1/3 of the original diameter, or any other distortion of the rope structure, the rope should be taken out of service.
6. Accessible areas within the swing radius of all cranes must be barricaded to prevent employees from being crushed by the counterweight.
7. A fire extinguisher, rated at least 5 BC, must be located in the cab of each crane.
8. Safety latches are required on all crane hooks. Tag lines should be used when handling loads that must be guided. The taglines should be manila or synthetic fiber or other electrically non-conductive material.
9. No crane or other equipment shall be operated within ten feet of energized electrical transmission or distribution lines per OSHA regulations.
10. The operator must avoid swinging loads over worker□s heads.
11. The operator of a crane shall not leave the controls while a load is suspended. If the operator must leave the controls, the following precautions should be observed.
    a. Disengage the master clutch or shut off the engine.
    b. Lower the load to the ground and engage the boom dog.
    c. Set the swing brake and both traction brakes to prevent movement.
12. The hoist line must be vertical before starting a lift.
13. All backhoes, cranes and gradalls shall have their swing radius clearly marked to prevent any injuries or encroachment from workers.

RIGGING

1. Know the safe working capacity of all rigging and equipment. Do not exceed this limit.
2. Know the load weight--this includes the weight of the rigging. Avoid sudden snatching, swinging, or stopping of loads. Make sure the load is balanced before it is hoisted more than a few inches.
3. Inspect all rigging before use and remove any defective equipment from service.
4. When the temperature is below freezing, extreme caution must be exercised to prevent shock loading any rigging. Brittle fracture of the steel can occur at these temperatures.
5. Always maintain at least a ten-foot safe working distance from any power line. Discontinue operations during thunderstorms.
6. Always keep the load line plumb to maintain a stable load.
7. When using slings:
    a. Never use kinked or otherwise damaged slings.
    b. Each sling should be marked with its rated capacity.
    c. Never sharply bend a sling. It will kink it, permanently weakening it.
    d. Whenever two or more rope eyes are placed over a hook, use a shackle with the shackle pin resting on the load hook. This will prevent the spread of the sling legs from opening the throat of the hook.
    e. Never shorten a sling by knotting with wire rope clips or by any other means.
8. Loads must be kept under control at all times. Tag lines should be used to stop spinning or guide the

load. They should be of sufficient length to provide clearance between the rigger and load, should the load shift or swing.

9. Loads must be safely landed, stable, and secured against movement before unhooking. Chocks, blocks or other means must be used to prevent movement of materials while hooking or unhooking.
10. Stay clear of slings when they are being pulled out from under a load. The hook may catch and suddenly fly free.
11. Do not give signals to the operator unless it is an emergency stop or you are the designated signalman.
12. Always use a double sling when rigging loads like pipe rebar, or lumber more than 12 feet long.

USE OF TOOLS

INSPECTION

All tools and equipment must be in good condition, if they are to serve you properly. Each time you use a tool or piece of equipment, inspect it for defects. Damaged or broken tools or equipment are not to be used. Employee-owned tools and equipment used at the job site must be available for inspection. Those not in compliance with safety standards cannot be used and must be removed from the job site.

MANUAL HAND TOOLS

1. Every tool is designed for a specific use; do not misuse or misapply them.
2. Keep tools in proper working condition--clean, sharp, oiled, dressed, adjusted.
3. Mushroomed chisels, star drills or form pins cause dangerous flying objects. Keep them dressed.
4. Never hit hardened steel with hardened steel, such as hitting a hatchet with a hammer.
5. Replace broken or loose handles on sledges, hammers, axes, and files.
6. Don't use wrenches that are sprung or loose fitting. Use a socket or torque wrench when possible.
7. With an adjustable wrench, keep the movable jaw toward you, and pull on the handle instead of pushing.
8. Use of pipe extension on wrenches is prohibited.

GASOLINE POWERED TOOLS

1. All gasoline-powered tools must be shut down while being refueled.
2. Gasoline must be carried in an approved safety can.
3. Smoking is prohibited during refueling operations. Nearby sources of ignition, such as burning and welding, also must be halted during refueling.
4. Have a fire extinguisher close at hand.

POWDER-ACTUATED TOOLS

1. Powder-actuated tools must be used with the same caution given a loaded firearm.
2. Only employees who have been formally trained and possess an operator's card will be allowed to use a powder-actuated tool.
3. All employees should follow manufacturers' recommendation concerning inspection, maintenance, replacement parts, and ammunition.
4. Tools will not be used in any location where explosives, flammable gases, or explosive atmospheres are present.
5. The employee shall wear the correct eye protection when operating an explosive tool.
6. The area shall be surveyed for personnel. If it is necessary they should be asked to leave and the area shall be barricaded.

ELECTRIC TOOLS

1. Portable electric power tools that are not double insulated must have a ground wiring in the extension cord, and a three-prong plus connected to a grounded electrical outlet. Don't use spliced or damaged extension cords or any tool with a broken case. Where ground fault interrupters are provided, they must be used.
2. Power saws, grinders and other power tools must have proper guards in place at all times. Removing guards or rendering them inoperative is grounds for termination.
3. Power tools should be hoisted or lowered by hand line--never by the cord or hose.
4. Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed to protect them from damage and not create a tripping hazard. Keep cords of electrical equipment coiled when not in use. When in use, make sure cords are positioned to avoid being run over by vehicles or equipment.
5. Be prepared for jamming of rotating tools. Have good footing, good balance, and watch out for nearby obstructions.
6. Store tools in a safe place when not in use. Protect them from dirt and water.
7. All portable and stationary grinders, whether electric or pneumatic, shall be equipped with guards.

PNEUMATIC TOOLS

1. Shut off and bleed down air hose before disconnecting air tools.
2. All pneumatic hose connections must be fastened securely with wire or chains.
3. Safety clips or retainers must be installed on all pneumatic tools to prevent the accidental expulsion of the tool from the barrel.
4. Screw on radiator hose clamps are not to be used on pneumatic hose connections.

CHAIN FALLS

1. When using a chain fall, be certain that the attachment and the supporting structure will safely carry the load.
2. Do not wrap the load chain around the load to be lifted.
3. Do not load the point of the chain hoist lifting hook. Make sure the load is bottomed in the hook. Safety latch or mouse all hooks.
4. If more than one lifting cable is to be handled by one chain hoist, use a shackle to join the lifting cables before placing them in the chain hoist lifting hook.
5. Chain hoists are designed so that one man can operate the hand chain to lift the full capacity load to the chain hoist. If not, use larger chain fall.

All chain hoists should be inspected visually before making any lift. Visual inspection should include checking hooks for any irregularities, chains for wear or damage, and the housing and sheaves for any signs of damage from abusive treatment.

LEVER-OPERATED HOISTS AND COME-ALONGS

1. Rig lever-operated hoists carefully, keeping the load line straight.
2. Don't use a cheater on the hoist lever to overload the hoist mechanism; get a larger hoist.
3. Don't point load the hook when using a come-along if it pulls free, it will spring back at you as tension or the cable is released.

COME-ALONGS

1. Come-alongs shall be secured at both ends by use of chokers. The hook shall not be placed in the flange of a beam.
2. The load chain shall not be used as a sling or choker to support the load.
3. Come-alongs shall not be left for long periods of time (not more than five working days) supporting a load.
4. Come-alongs shall be inspected before use for bad links in the chain, broken safety latches, or sprung hooks.

USE OF JACKS

1. Jacking metal against metal is not safe. Use wood softeners.
2. Use proper handles for jacks and remove from jack when they are not actually being used. Jack handles are to be used with the hands only. Never step on a jack handle to get additional force.
3. When jacking, always follow with blocks as a precaution against the jack kicking. Never leave a jack under load without having the load blocked up.
4. Care must be exercised to insure that jacks are properly positioned and the load raised uniformly to reduce a tendency of the load to shift.
5. When using jacks, always make sure that the base is placed firmly and evenly on level solid footing. Never place a jack directly on the ground; use some blocking material to spread the load.
6. Jacks should be positioned so that the direction of force is perpendicular to the base and the surface of the load to be moved.
7. Never exceed the capacity of the lift distance of the jack.
8. Do not use extensions to the handles furnished with the jacks.
9. If a load is to be raised in its entirety by several jacks, it should be braced laterally by struts to prevent all the jacks from upsetting in unison.
10. When using jacks in a horizontal position to move an object, the jacks should be lashed or blocked.
11. When using more than one ratchet-type jack for lifting, it is desirable to obtain matched jacks for uniform lifting.

PERSONNEL HOISTS

Cranes or hoists used for raising and lowering people require special equipment, special safeguards, and special precautions. Check with your supervisor for instructions.

PERSONNEL PLATFORMS

The platforms used for lifting personnel must be designed with a minimum safety factor of five, and they must be designed by a qualified engineer or a qualified person who is competent in structural design. The suspension system must be designed to minimize tipping when personnel move on the platform.

Each personnel platform must be provided with a standard guardrail system that is enclosed from the toe board to the mid-rail to keep tools, materials, and equipment from falling on employees below. The platform also must have a grab rail, overhead protection when needed, adequate headroom for employees, and a plate or other permanent marking that clearly indicates the platform□s weight and rated load capacity or maximum intended load. An access gate, if provided, must not swing outward during hoisting and must have a restraining device to prevent accidental opening. Employees must not be exposed to any rough edges on the platform. All rough edges must be ground smooth to prevent injuries to employees. All welding must be performed by a qualified welder who is knowledgeable of weld grades and types as well as the materials specified in the platform design. Appropriate fall arrest equipment (full body harness) must be worn and properly secured to an approved anchor point whenever working in any type of lift.

PLATFORM LOADING

The rated load capacity of the platform must not be exceeded. Only authorized personnel, their tools, equipment and materials needed for the job are allowed on the platform. Materials and tools must be secured and evenly distributed to balance the load while the platform is in motion.

RIGGING

When a wire rope bridle is used to connect the platform to the load line, the bridle legs must be connected to a master link or shackle so that the load is evenly positioned between the legs. Bridles used as a connection for the personnel platform must not be used for any other purpose.

Attachment assemblers, such as hooks, must be closed and locked to keep the hook throat from opening; an alloy anchor type shackle with a bolt, nut, and retaining pin may be used as an alternative. □Mousing□ (using wire rope to close the hook opening) is not permitted.

SAFE WORK PRACTICES

1. Never □ide the load. Use only platforms specifically designed for personnel lifting.
2. Use tag lines where practical.
3. Keep all body parts inside the platform during raising, lowering, and positioning.
4. Make sure the platform is secured before exiting or entering it.
5. Wear a belt with a lanyard. The lanyard must be attached to the lower load block or overhaul ball or to a structural member within the personnel platform. If the hoisting operation is performed over water, the employee should wear a U.S. Coast Guard-approved buoyant work vest in addition to the safety belt.

TAG LINE

Tag lines shall be used at all times when handling loads with hoists, cranes, and other crane-type equipment.

EQUIPMENT GUARDS

No equipment guards shall be removed where employees may come in contact with blades, discs, or belts.

LADDERS

Ladders that are defective in any way shall be taken out of service. The following requirements pertain to serviceable ladders:

1. Straight or extension ladders require non-skid safety feet.
2. All ladders shall be secured at the top whenever they are in use.
3. NON-CONDUCTIVE ladders shall be used by employees working around energized lines or equipment.
4. All ladders shall be checked and marked quarterly by a designated competent person.

EXCAVATION, TRENCHING AND CONCRETE BREAKING

1. Before any excavation is begun, the area shall be surveyed to determine placement of underground lines (electrical or otherwise). If red concrete or any type of pipe is found in the excavation, all excavating shall end until the situation is cleared by the supervisor in charge. Current U.C.C. requests must be available for areas being excavated.
2. The edge of any excavation shall be kept clear of tools, equipment, or large clods of dirt that may possibly fall into the excavation on employees. Excavated or other material shall be piled at least two feet from the edge of the excavation.
3. Any excavation or trench five feet deep or deeper shall be shored or shielded to adequately protect all workers. If one of these methods is not used, then the excavation or trench shall be sloped at '1 1/2:1 (34°)
   Example: The trench is six feet deep. At 1 1/2 : 1 the top of the sides would be cut back nine feet.
4. All excavations or trenches shall be barricaded for personnel protection.
5. Prior to chipping, drilling or removing concrete from floor or other locations where service lines may be embedded, the supervisor shall check for existing lines. The location of such lines shall be marked for guidance.
6. Excavations or trenches shall be checked by a competent person on a daily basis or more frequently as conditions require.
7. Access ladders or ramps must be provided to any excavation of four feet or more feet in depth. Access should require employees to travel no more than 25 feet to reach an access point.

CONCRETE PAVING

1. No operator should start a machine until sure that everyone is standing clear. This is especially true of the paver operator and includes the operators on spreaders, finishing machines, bull floats, a joint machine, etc.
2. No one should be on these machines while they are in motion except operators or approved helpers.
3. All pavers should have well-fastened guards around operators□space and skip.

4. Spreaders, finishing machines, bull floats, etc., should have guards around traveling wheels low enough to push an obstruction such as a person's foot from the top of the forms.
5. Steps or a ladder should be provided for mounting or dismounting from bins, cranes, or paving equipment whenever possible.
6. All operators should be cautioned to use care in getting on or off equipment since a greasy spot or wet concrete can cause a serious injury.
7. Truck dumpers should watch at all times to be sure there are no men working or loitering in batch haul road where batch trucks are backing into mixer skip.
8. All truck drivers including batch truck, water truck, and utility truck operators should watch at all times for workers who may walk in front of a moving vehicle. This is especially true when traveling in reverse. Back up alarms should be provided on all batch trucks, water trucks, and utility trucks.
9. Workers on a fine grade should at all times be alert for equipment working on and between forms such as trailer scraper, motor grader, planer, and moving trucks.
10. Form setters and workers handling steel forms should always lift forms in an erect position with the knees bent and never in a stoop position.
11. When two or more employees are handling forms together, they should always lift and let down at the same time to avoid mashed fingers or toes.
12. A worker using a sledgehammer, ax, pick, or bar, should be sure no one is standing behind close enough to be in the path of his swing.
13. All workers exposed to dry concrete should wear rubber boots and rubberized gloves.
14. All washers exposed to dry concrete should wear appropriate eye protection and respirators if exposure warrants.
15. Workers that handle bulk cement or sack cement should wear a hat or cap, long sleeve shirts, gauntlet gloves, high top shoes with the pants leg tied over the shoe-top, and respirator goggles.
16. Also, when bulk cement is handled, there should be an ample supply of Vaseline or other cream available for use on wrists, under belt, on face, neck and under collar before going to work.
17. In case of a cement burn, wash thoroughly with soap and water to remove all cement.
18. Cement in the eye--hold the victim□s eye open and flush out with water. If the irritation continues, cover the eye with a patch and notify the Safety Director immediately.
19. Foremen should be equipped with a first aid kit.

REBAR

Employees shall follow these regulations concerning rebar:

1. Employees shall be protected from rebar by □Bar Guards□or by more substantial means.
2. If employees are required to work over rebar, the rebar shall be covered with approved rebar caps.

STORAGE OF MATERIALS

1. All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
    a. All buckets used as tool buckets or bolt buckets shall be secured whenever there is a possibility of their falling or toppling on personnel below.
    b. All factory handles (pails) on buckets shall be removed and #9 wire shall be used for a handle if the bucket is hoisted.
2. Aisles and passageways shall be kept clear to provide for free and safe movement of material, equipment, or employees.
3. Flammable materials and combustible liquids shall be stored in the following manner:
    a. Only approved containers and portable tanks shall be used.
    b. Piles or groups of storage containers (not more than 60 gallons each) shall not exceed 1100 gallons and shall be kept at least 20 feet from nearby buildings.
    c. Portable storage tanks shall be kept at least 20 feet from nearby buildings.
    d. Flammable liquids shall be kept in closed containers when they are not in use.
    e. Leakage or spillage of flammable or combustible liquids shall be disposed of properly.
    f. All portable gas cans must have flash back screens in the fill and pour openings.
4. Compressed gas cylinders shall be stored in the following manner.

a. Cylinders shall be upright and secured at all times.
b. Cylinders shall not be transported with the gauges attached.
c. Cylinders shall be kept clear of flames or hot slag.
d. Grease or any type of oil shall not be used on the valves.
e. Flash arresters shall be placed on both fuel and oxygen systems in use.
f. Oxygen and Acetylene cylinders must be separated by a 5-foot tall fire resistive partition and in an upright position when in storage.
g. Never open an Acetylene Cylinder valve more than 1 □turns.

FIRE PREVENTION AND CONTROL

1. Fire extinguishers shall be placed in conspicuous locations near work areas and mounted on all project equipment. For designated flammable storage areas, not less than 25 feet or more than 75 feet.
2. All fires shall be reported so that the cause of the fire may be investigated.
3. Flammable liquids like gasoline will not be used as cleaning agents. Use only approved cleaning solvents.
4. Flammable liquids, like gasoline, will be stored in safety cans with spring-closed covers and flame arresters.
5. Store all flammable or combustible liquids and gases in a well ventilated, cool place free from sources of ignition.
6. Do not remove or tamper with the fire extinguishers installed on equipment, vehicles, or in other locations unless authorized to do so or in case of fire.
7. Access to fire fighting equipment must be kept free from obstacles that could delay emergency use. Familiarize yourself with the location and use of the project□s fire fighting equipment. Know the exit routes from buildings and work areas.
8. Different types of extinguishers are for different types of fires--know the difference.
9. Extra extinguishers are needed when using open flame tools when cutting or welding. Check with your supervisor.
10. Extinguishers are inspected monthly, serviced yearly, and must be serviced or recharged immediately after every use.
11. Discard and/or store all oily rags, waste, and similar combustible materials in metal containers with lids on a daily basis.
12. Extinguish all matches, cigarettes, cigars and pipe tobacco before discarding. Do not smoke while fueling equipment or while in close proximity to refueling areas. Never leave open fires unattended.
13. Storage of flammable substances on equipment or vehicles is prohibited unless designed for such use.
14. After using open flame tools, make a thorough inspection of the area for live sparks.
15. When required, be sure that proper notification and necessary work permits are satisfied prior to open flame activities.

WORK IN CONFINED SPACES

A confined space is an enclosure having limited means of access and egress that also has poor ventilation. It is a space that, because of its location, contents, or work activity therein, may develop a hazardous accumulation of gas, vapor, dust, fume or the development of an oxygen deficient atmosphere. The most dangerous characteristic of confined spaces is their atmosphere--because natural ventilation does not occur, dangerous contaminants may build up in the space.

1. Before work begins in any manhole, vault or other confined space, the air must be tested by a person properly trained to use the appropriate gas detection equipment.
2. When proper tests have been competently performed and indicate a safe atmosphere, workers may be allowed to enter.
3. Where proper tests competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space has been adequately ventilated and subsequent tests indicate a safe atmosphere.
4. Where possible, mechanical venting should be continued in any confined space found to contain

hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. A man-watch shall be posted while employees are working inside of a vessel, tank, pipe or other confined space. The person charged with the man-watch responsibility will receive detailed instructions about his duties from his supervisor.

5. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the confined space must wear rescue harness attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide a rescue in case of an emergency.
6. Never run a diesel-fired heater or a gasoline or diesel engine inside an enclosed area unless there is enough ventilation to prevent carbon monoxide poisoning.
7. All electrical equipment that will be used inside tanks or vessels shall be reduced to 12 volts or be rated explosion proof.
8. Burning will be kept to minimum.
9. Cylinders shall be kept outside of the tank or vessel.
10. The Safety Director or designated Company representative will assess personnel protection measures if they determine a need for them. Such measures might include lifelines, air movers, fans or breathing air masks, depending on the work conditions (e.g., inside pipes or manhole).

HAZARD COMMUNICATION

In accordance with the Company Hazard Communication Program, all hazardous materials containers must be properly labeled. A list of the hazardous materials used on the job site by the Company and all subcontractors will be maintained in the supervisor□s office. The list will be given to the supervisor when the subcontractor begins work on the job site, or at the job progress meeting. The subcontractor shall supply a Material Safety Data Sheet (MSDS) to the Company project manager or supervisor at least seven (7) calendar days prior to introducing a hazardous material to the job site. The MSDSs shall be maintained at the Company office. A copy of the Company hazard communication program may be obtained from the Company office.

HAZARDOUS WASTE

Hazardous waste such as curing compound or solvent drums and used motor oil must be stored and disposed of according to state and federal law. Contact the Safety Department for assistance in meeting those requirements. The Safety Director conducts ongoing hazardous communications classes.

MEDICAL FACILITIES

First aid supplies are available in the Company supervisor□s truck. Emergency telephone numbers are posted at office location and also available from supervisors. The emergency numbers will include a nearby medical clinic that is being used by the Company. Each subcontractor should have a first aid kit in their possession.

WORK ZONE TRAFFIC PROTECTION

The main objective of work zone traffic protection is to provide a safe work area for the workers and to keep the disruption of the flow of traffic to a minimum. All traffic control devices must meet the specification and conform to the guidelines set in the M.U.T.C.D. (Manual on Uniform Traffic Control Devices) and the OSHA standards in 29 CFR Part 1926. This applies to all employees and subcontractors. If you have any questions or need a copy of the M.U.T.C.D., you may contact the Job Superintendent or the Safety Director.

SAFETY AND PERSONAL CONDUCT RULES

EMPLOYEE REGULATIONS

Any employee who has received a Notice of Violation in writing for an infraction of a specific rule will have to work 12 consecutive months before the violation is voided from the file. The employee will then again start with a clean record. A maximum of three offenses within a 12-month period is sufficient reason for dismissal.

STATUTORY REQUIREMENTS

Each employee and subcontractor is expected to be aware of and comply with Federal, State and local safety regulations. Each job supervisor has copies of these regulations available for your inspection.

OSHA requires that bulletins be placed on the bulletin board or in a conspicuous location for the information of all personnel on the job. Normally these requirements are posted at the Company trailer or site office. Subcontractors have agreed to comply with all Federal, State and local building statutes, ordinances and requirements, and have also agreed to hold the owner and the Company harmless for all claims, damages (including legal fees), and/or penalties incurred as a result of subcontractor failures to comply with such regulations.

VIOLATIONS

When unsafe conditions or practices are observed by the Company supervisor, the subcontractor foreman will be requested to correct them. If no action is taken, written notice will be issued and submitted to the offices of the subcontractor and the Company for appropriate action.

Failure or refusal to comply or enforce the Company safety requirements and/or applicable OSHA, Federal, and State health and safety regulations may result in:

a. Removal of the subcontractor□s employee involved in the violation from the job site.
b. Removal of all contractor personnel from the job site.
c. Denial of future bid opportunities for the Company.

All violations issued will be reported immediately to the Safety Director. A Notice of Violation shall be used on all projects to inform employees of violations and remind them that the Company's rules, laws, and regulations are designed for their own protection. Any employee observed violating established procedures will be issued a violation by either department management, Safety Director, project supervisor or project foremen. (A foreman will issue violations to members of his crew only.) The disciplinary action taken on each violation will depend on the severity of the offense but will generally correspond with the following:

1. The first violation may result in a suspension without pay for a minimum of 3 consecutive working days.
2. The second violation will result in an automatic suspension without pay for a minimum of 3 consecutive working days unless more severe action is deemed necessary.
3. The third violation within a 12-month period will result in Termination.
4. Termination on the first or second violation may result if the infraction is severe or life threatening.

Any single violation will remain on an employee□s record for a period of 12 months. In order to remain consistent throughout, terminations for a first or second violation will be reviewed by the Company Safety Board. Any employee terminated for safety violations will not be subject for rehire within the Company for a period of one year. Rehires will require approval by the Company Safety Board.

The second violation of any safety or personal conduct rule will be considered the second offense and so on with the third.

Subcontractors will be requested to correct unsafe conditions created as a result of their operations within a reasonable period of time. If this is not done, a violation notice will be submitted to the subcontractor for

documentation purposes. Failure to remedy the problem or comply with Federal Regulations shall result in the removal of the subcontractor's employee or all personnel from the job site.

NOTICE OF VIOLATIONS

1. Sleeping on Duty
   First Offense - Suspension 1-5 Days
   Second Offense - Discharge

2. Refusal or failure to do job as directed or assigned
   Minor: First Offense - Suspension 1-5 Days
   Major: Second Offense - Discharge

3. Limiting output, his/her own or others
   First Offense - Warning
   Second Offense - Suspension 1-5 Days
   Third Offense - Discharge

4. Absenteeism
   First Offense - Warning
   Second Offense - Suspension 1-5 Days
   Third Offense - Discharge

5. Tardiness
   First Offense - Warning
   Second Offense - Suspension 1-5 Days
   Third Offense - Discharge

6. Fighting
   A) Aggressor: First Offense - Discharge
   B) Defender: First Offense - Suspension 3-5 Days
   Second Offense - Discharge

7. Dishonesty - Stealing from the Company or another employee
   Discharge

8. Possession of weapons on Company property
   Discharge

9. Loitering during working hours
   First Offense - Warning
   Second Offense - Suspension 1-5 Days
   Third Offense - Discharge

10. Discourteous conduct toward the customers or public: verbal or physical
    Minor: First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge
    Major: First Offense - Suspension 3-5 Days
    Second Offense - Discharge

11. Failure to wear safety apparel, respiratory or personal protection
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

12. Removing or tampering with any safety equipment
    Minor: First Offense - Suspension 1-5 Days
    Second Offense - Discharge
    Major: First Offense - Discharge

13. Failure to report injuries or accident immediately or misrepresenting facts regarding an accident

Minor: First Offense - Suspension 1-5 Days
Second Offense - Discharge
Major: First Offense - Suspension 3-5 Days
Second Offense - Discharge

14. Misuse of equipment and/or vehicles

First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

A) Violating instructions in safety manual or instruction posted in cab:

First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

B) Permitting unauthorized riders

First Offense - Suspension 3-5 Days
Second Offense - Discharge

C) Negligent/unsafe operation of vehicles, equipment, machinery, and/or inattentive to duties

Minor: First Offense - Suspension 3-5 Days
Second Offense - Discharge
Major: First Offense - Discharge

15. Using vehicles or other equipment without proper authorization

First Offense - Suspension 1-5 Days
Second Offense - Discharge

16. Inattentive to duty - Improper loading of trucks regarding gross or axle weights

Minor: First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge
Major: First Offense - Suspension 3-5 Days
Second Offense - Discharge

17. Exceeding the maximum 30 minutes allowed for lunch

First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

18. Making unauthorized stops First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

19. Furnishing incomplete or falsifying time cards or daily reports

First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

20. Talking to or disturbing fellow employees not in the normal course of business

First Offense - Warning
Second Offense - Suspension 1-5 Days

Third Offense - Discharge

21. Substance abuse
    A) Reporting to work while under the influence
    Discharge
    B) Possession or distribution on Company property or job sites.
    Discharge

22. Failure to complete mechanical write up card
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

23. Improper use of Company radio as described in safety manual
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

24. Off normal route during day including coffee and lunch times
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

25. Unauthorized cameras and/or recording devices are not allowed in Company vehicles or on Company property -- this includes job sites
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

26. Newspapers, magazines, books, etc., are not allowed in trucks or equipment
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

27. All equipment, truck and vehicles shall be kept clean -- this includes the inside
    First Offense - Warning
    Second Offense - Suspension 1-5 Days
    Third Offense - Discharge

28. Altering or modifying equipment without proper authorization
    First Offense - Suspension 1-5 Days
    Second Offense - Discharge

29. All employees who drive Company vehicles shall maintain the proper driver's license along with a current physical and drug screen
    First Offense - Suspension 1-3 Days
    Second Offense - Suspension 3-5 Days
    Third Offense - Discharge

30. Accidents--When a driver is involved in:

A) A preventable accident

First Offense - Suspension 1-5 Days
Second Offense - Safety Board Review

B) An accident involving gross negligence

Safety Board Review

C) Three reportable accidents within a 12-month period or any serious accident

Safety Board Review

31. Unless with proper authorization, all CB's and mobile phones will not be allowed in Company vehicles

First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

32. The total of any three safety manual or company policy violations within a 12-month period

Discharge/Safety Board Review

33. Failure to obey any local, State, or Federal vehicle codes or safety regulations

Safety Board Review

34. Radio earphones are not allowed at any time during working hours

First Offense - Warning
Second Offense - Suspension 1-5 Days
Third Offense - Discharge

35. The second violation of any safety or personal conduct rule, will be considered the second offense and so on with the third.

36. If a driver is the direct cause of another driver's truck to be downed, then the driver at fault will be subject to the loss of work while the truck is downed.

37. It has always been, and shall continue to be the Company's policy that if a truck is downed due to another driver's cause, that driver will not be allowed to bump a less senior driver If a truck is open and the driver is qualified to drive that truck, otherwise that driver will be off until the truck is back up.

The policies and rules described in this manual supercede all prior policies and rules and may be changed or modified from time to time as the industry and the Company deem appropriate.

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EMPLOYEE ACKNOWLEDGMENT

(RETURN TO PLOTE CONSTRUCTION INC. IMMEDIATELY)

Project Manager _____

Supervisor _____

This is to acknowledge that I have received a copy of Plote Construction Inc. Safety Rules for all Employees and for all Subcontractors on all Plote projects. I will read and abide by all rules and regulations in the handbook, and all OSHA, Federal, State and local regulations. I further understand that violation of these rules or failure to perform my work as an employee of Plote Construction Inc. or a subcontractor employee will be cause for disciplinary action, up to and including discharge.

Date_____ Signature _____

Print Name _____

SUBCONTRACTOR ACKNOWLEDGMENT

(RETURN TO PLOTE CONSTRUCTION INC. IMMEDIATELY)

This is to acknowledge that we have received a copy of Plote Construction Inc. Safety Rules for all Employees and for all Subcontractors on all Plote projects. We will read and abide by all rules and regulations in the handbook, and all OSHA, Federal, State and local regulations. We further understand that violation of these rules or failure to perform our work as a subcontractor of Plote Construction Inc. violates our subcontract agreement and may be cause for removal from the project.

Date_____ Signature _____

Print Name _____